

**New Life Centers  
The Vine Instructor FT**



Rev. Sept. 2021

New Life Centers provide intensive, community-based programs for youth in the Little Village, Humboldt Park, Pilsen and Brighton Park neighborhoods of Chicago. The target demographics of New Life Centers are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction. We envision youth and families transformed by hope, becoming men and women of character to create a flourishing, unified neighborhood.

### **Position Summary**

The Vine Instructor will work Full-Time 40 hours per week (non-exempt, benefits available) under the direct supervision of The Vine Director. This person will perform key program related and office administrative tasks that include creation and coordination of programming lessons, activities and events, maintaining accurate programming schedules and calendars, maintaining program supplies inventory, and supervising and instructing youth small groups. This position will primarily take place in the Humboldt Park community. The Instructor is responsible for the supervision and mentoring of young people K-8<sup>th</sup> grade as well as the facilitation of program related activities. The Instructor will demonstrate a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland. Daily hours will vary dependent on the school year and summer months including days off during school breaks.

### **Job Responsibilities**

#### *Office Administration Tasks*

- Maintains program and office supply inventory and lists.
- Purchases program and office supplies as needed.
- Performs some office duties including answering door, phone, and monitoring/securing alarm system.
- Maintains accurate spending plan and stays within budget.
- May be responsible for or assist with petty cash requests.
- Provides programming support where needed including but not limited to lesson facilitation, youth supervision, transportation, event/activity coordination.
- Manages accurate up to date program agendas and transportation/room reservation calendars.
- Manages activity ticket distribution to Humboldt Park programs.
- Responsible for van maintenance.
- Assists with program updates including pictures and narratives as requested.
- Responsible for assigned office maintenance and deliveries.

#### *The Vine Instructor Tasks*

- With team, plans and implements group lessons and activities.
- Assures programming begins and ends on time; including set-up, clean-up, and debriefing sessions.
- Assures upkeep and safety of space, supplies and equipment.
- With team, is responsible for planning and logistics of activities and events.
- Assures accurate, timely and complete attendance and youth paperwork.
- Assures safety of all participants at all times.
- Enforces rules and expectations of NLC and off-site locations where NLC may participate.
- Communicates with key staff, volunteers, and Supervisor to address challenges youth may be facing.
- Maintains positive family and community partnerships to best support youth engagement.
- Creates and facilitates daily lessons.
- Supports the social-emotional needs of each child.
- Maintains a clean cafeteria before, during and after meal service.
- Communicates with volunteers and provides any necessary guidance or direction during daily lessons and activities.

#### *Other Duties as Assigned*

- Attend mandatory weekly and quarterly staff meetings.
- Attend required trainings as necessary.
- Some local travel required (reimbursable).
- Other tasks as assigned per Supervisor.

### **Required Qualifications**

- **Must become a Certified Mandated Reporter. Training Provided.**
- **Must pass a background check. Must not have any pending cases.**
- **Must pass a Child Abuse and Neglect Tracking System background check.**
- **Must pass a National Sex Offender Registry background check.**
- Minimum one-year experience working in the human services field in a capacity that involves administration and direct engagement with at-risk youth.
- Proficient in Microsoft Word and Excel.
- Cross-cultural competence.
- Ability to effectively work independently, problem-solve, multi-task, and take initiative.
- High organization and detail-oriented skill ability.
- Flexibility and willingness to take on various tasks.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively both written and verbally.
- Ability to manage multiple and rapidly changing priorities.
- Bilingual in Spanish/English preferred but not required.
- Produce timely documents and correspondence regarding activities as requested.
- Knowledge of the challenges and needs of at-risk youth. Knowledge of the general sociological, economic and environmental conditions contributing to behaviors.
- Good listening and communication skills.
- Ability to inform youth and assist youth in healthy decision-making skills through coaching.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Desire and ability to establish and maintain long-term relationships with youth.
- Valid Illinois Driver's license, insurance, good driving record; subject to driving background check.
- Pay commensurate with experience.

### **How to Apply**

Please submit the following materials to Victoria App at [VictoriaA@newlifecenters.org](mailto:VictoriaA@newlifecenters.org):

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (Minimum of 2 Professional, Email and Phone number included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "The Vine Instructor FT" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*